



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	INVENTORY MANAGEMENT CLERK
3	<i>Posting Number</i>	PN# 107263
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	TECHNOLOGY SERVICES
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	33 ARTESIAN, 1 ST FLOOR
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 9:00 A.M. – 5:00 P.M.*
		*Subject to change

9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Receives, unpacks, shelves, distributes and delivers incoming computers, monitors, printers, parts, accessories, materials, supplies, items, etc. Assists with moving and unloading of surplus pc’s, monitors, printers and miscellaneous property. Compares and verifies incoming shipments of items for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. Creates and maintains records, log, etc. of equipment or items received, stored, issued, delivered, distributed or disposed. Performs data entry using a purchasing and inventory control system. Compiles data for inventory reports. Insures that inventory records are accurately maintained. Investigates, reports and many resolve minor inventory discrepancies. Participates in physical inventory counts and reconciles counts with inventory records. Maintains storerooms, warehouses and storage area in a clean, orderly, safe and secure condition. Resolves special problems as required and other tasks as may be assigned.	
10	<u>WORKING CONDITIONS</u> The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires a high school diploma or GED.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Three (3) months of inventory control, materials management, record keeping or clerical experience are require.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u> Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).	
14	<u>PREFERENCES</u> Preference will be given to applicants with knowledge of computers, monitors, printers and accessories.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None, however the department may administer a skill assessment evaluation.	
16	<u>SAFETY IMPACT POSITION</u> X Yes No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 9 \$693.00 - \$919.00 Biweekly \$18,018.00 - \$23,894.00 Annually	
18	<u>OPENING DATE</u>	October 26, 2005
19	<u>CLOSING DATE</u>	November 1, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496. An equal opportunity employer	